

UNCLASSIFIED

STANDARD FORM NO. 64

Office Memorandum

SEATHORV TENOLLEN 1111 1111 1111  
UNITED STATES GOVERNMENT

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DATE: December 20, 1945

TO : MR. McCORMACK

FROM : MR. LAY *js*

SUBJECT: Procedure Following Approval of the National Intelligence Authority

If the proposed plan for a National Intelligence Authority is approved, it is recommended that the following steps be taken in the order indicated:

- (1) Request N.I.A. members to designate their representatives on the Advisory Boards.
  - (2) After consultation with the Advisory Boards, present recommendations to N.I.A. on the following points:
    - (a) Nomination of Deputy Secretaries.
    - (b) Committees which should be formed immediately, showing generally the fields each should cover, the agencies to be represented thereon, and the agency which should provide the chairman.
    - (c) Operations which should be undertaken immediately by N.I. A. and nomination of the Director for each operation.
  - (3) Upon approval of those recommendations, take the following actions:
    - (a) Authorize Deputy Secretaries to organize their offices.
    - (b) Appoint Chairmen of Committees, instruct them to organize committees and to define precisely the fields each committee is to cover.
    - (c) Instruct Directors of operations to prepare recommendations, including proposed scope and method of operation, personnel requirements broken down by contributing departments, and budget requirements for the remainder of this and all of the next fiscal year (also broken down by departments).
    - (d) Appoint Executive Officer and instruct him to organize secretarial services.
- Concurrently with the above actions, it is recommended that the Chief of the Special Estimates Staff be appointed and instructed to organize that Staff, including inviting the War and Navy Departments to designate their representatives.

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